

ROUTING AND RECORD SHEET

Subject: DS&T Orientation, September 1988



From:

CDS/DS&T

6E40 Hqs

DS&T-976-88

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To: (Officer designation)

* Date *

rec'd fwd'd init Comments:

1. Director, FBIS

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FBI Registry

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DS&T-976-88
18 October 1988

MEMORANDUM FOR: Director of Foreign Broadcasting Information Service

FROM:

Training Officer, DS&T

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SUBJECT: DS&T Orientation, September 1988

1. Thank you for your support of the 7-8 September running of the DS&T Orientation Course. It was, as always, very well received. General comments from the evaluations are summarized below.

2. The desired objective of the course, as expressed by the participants, is for a general overview of each DS&T office, with enough specifics to illustrate and clarify the major mission(s). We met this goal. It was evident that all speakers were reacting to former complaints and suggestions. The efforts to minimize the use of acronyms and technical terms, and the absence of wiregrams has been appreciated. Participants commented that the visuals supported the presentations and were beneficial in understanding the content of the specific program. They liked the humor in many of the vu-graphs; disliked the busy ones. The direct tap into Soviet television, the display of "gadgets", and the Executive Summary video were enthusiastically received.

3. Even though the presentations were well done, much of the impact was lost because many speakers could not be heard. The outdated sound system in the auditorium needs to be addressed, or another place for the Orientation needs to be considered. Speakers must also be encouraged to speak more slowly and clearly.

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4. Suggestions for addition or expansion of topics remain the same from course to course: more specification of the direction in which the DS&T is going, discussion of recent or current problem areas, more emphasis on how DS&T offices interrelate and how we interact with other directorates, and information on DS&T careers for secretaries as well as professionals.

5. We will review all the suggestions for inclusion in future runnings. We are also looking at the desirability of cutting the program back to one day. This would translate to individual office presentations of 30-35 minutes. Please let us know if you have recommendations on any aspect of this course.



for

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